



ENVIRONMENTAL PROTECTION AGENCY

Recommendation for Incentive Award

Instructions:

1. Awards should be based on EPA policy for award types, amounts and approval level (signature) requirements. For additional information on approval level requirements for awards, refer to the EPA Delegations Manual.
2. For detailed information on awards, review the EPA Recognition Policy and Procedures Manual.
3. Complete this form for all Individual Cash Awards (award amount less than \$5000 and FY cumulative is less than \$5000), On-the-Spot Awards (FY cumulative is less than \$5000) and Time-Off Awards.
4. Attach the completed form to the electronic Request for Award. **For Use with FPPS Only – Do Not Send Hardcopy to SPO**
5. Provide a copy of the completed form to the employee when the electronic award has been processed.

Employee Name: Helen Smith Employee ID #: (b) (6)
Position Title (optional): Building Manager PP-Series-Grade (optional): GS-1176-13
Organization (optional): HAAA0000

Type of Award: ☐ On-the-Spot Award (Individual Cash Award (Non-Rating Based) ☐ Group Cash Award
☒ Individual Cash Award (Non-Rating Based) ☐ Group Time Off Award
☒ Time Off Award

Total Amount of Award (\$): \$1,200.00 AND/OR Total Number of Hours: 9.00

Type of Benefits on which the award is based (Cash awards only): ☐ Tangible Benefit ☐ Intangible Benefit
Value of Benefit: ☒ Moderate ☐ Substantial ☐ High ☐ Exceptional
Extent of Contribution: ☐ Limited ☐ Extended ☐ Broad ☒ General

Narrative Justification for Award:

Helen is nominated for an award for her exceptional customer service. Helen has positively contributed toward a cohesive HQ Operations Branch (HOB) by supporting a cross section of the HOB responsibilities. Her commitment to teamwork, demonstrated through collaboration with the Office of Mission Support (OMS) staff and our Potomac Yard (PY) partners, along with her diligent quality assurance have increased the efficiency of many HOB processes resulting in greater customer satisfaction. Helen continues to demonstrate a high level of professionalism that helps to assure that the HQ Operations Branch meets its goal of excellent customer service.

This nomination also reflects the valuable contributions Helen continues to exhibit with the ongoing effort to consolidate EPA PY staff into the Federal Triangle Complex (FTC) as part of the 2020 HQ Space Consolidation Project. She has initiated several actions to assist PY staff with records management, personal property excess and facility management. Due to the enormous scale of the 2020 Space Consolidation Project and the number of employees being impacted by the effort, Helen's goal to position PY staff as early as possible for a seamless relocation to the FTC exemplifies the excellent customer service that our division strives to accomplish. For these reasons, Helen is nominated for this award.

As the Authorizing Official I certify with electronic signature (in FPPS) that all necessary concurrences have been gained for approval of this award in addition to verification that the award amount is not \$5000 or greater and that the FY cumulative award amount(s) for this employee is not \$5000 or greater.